



Social Security Benefit Application Tips

Supplemental Security Income (SSI), Social Security Disability Insurance (SSDI), or Social Security Disability Disabled Adult Child (SSDI-DAC)

Where to Apply?

Apply for SSDI or SSDI-DAC benefits in person or online at <https://www.ssa.gov>.
Apply for SSI in person only at the local Social Security Administration office.
Additional information regarding Social Security benefits is available online at <https://www.ssa.gov>.

If applying for benefits before age 18, please begin at step 1A. If applying for benefits at or over age 18, please begin at step 1B.

Step 1A: For individuals who are not yet 18 years of age.

Applicants parents/legal guardian should contact the Social Security Administration office *one month prior* to the applicants 18th birthday to schedule an *in-person appointment* that will occur after the applicants 18th birthday to apply for one or all the above named benefits.

An appointment should be requested within the month of the applicants 18th birthday and should take place after the 18th birthday. For example, if the applicants' 18th birthday is the 25th of October then on or around the 1st of October, the applicants' parent would call the Social Security Administration for an in-person appointment to apply for all or one of the above named benefits. Parents/legal guardians will be asked to provide the full name, date of birth and social security number of the applicant. The appointment must take place after the applicants 18th birthday.

Step 1B: For individuals 18 years of age or older:

An appointment may be requested by calling the Social Security Administration to schedule an appointment for an in-person interview. The full name, date of birth, and social security information is required. An applicant may receive assistance from a family member, provider, or friend during the call, if needed.

Step 2: An applicant who needs assistance with answering the questions asked at the in-person interview or with gathering paperwork, may fill out and sign an Appointment of Representative form. This form can be found at <https://www.ssa.gov/forms/> and will be brought to the in-person interview. The applicant is encouraged to review the form with a trusted person before signing.

Step 3: The applicant will be asked to provide a list of all medical doctors they have seen in the last 5 years. This information will include the doctors full name, the phone number, the fax number if known, and the reason for seeing that doctor. This list will be brought to the appointment.



Step 4: The applicant will be asked to provide a list of all medications taken each day to include the route, frequency, dose and purpose of each medication. This list will be brought to the appointment.

Step 5: The applicant will be asked to provide a list of all known diagnoses and the age of receipt of diagnoses. This list will be brought to the appointment.

Step 6: The applicant will be asked to provide copies of any medical and education documentation from the last 5 years. If an applicant does not have copies of these documents, the Social Security Administration will request that Release of Information forms are signed in order to grant them access to these documents. Examples of these documents include but are not limited to education plans, annual physicals, behavioral services reports, hospitalizations, physical therapy records, speech therapy records, and occupational therapy records.

Step 7: The applicant will be asked to provide the Birth Certificate and Social Security card at the time of the interview.

Step 8: The applicant will be asked to provide a Rental Agreement or Room & Board Agreement. The Agreement should include the date that the payments will start, the amount being paid each month, to whom the rent is being paid, and by when the rent will be paid. Payments typically start when Social Security benefits are approved, and families typically charge between \$500 and \$600 per month for Room & Board.

Step 9: During the appointment, the applicant will be asked about medical history and current medical needs. Applicants will also be asked about their ability to work. This is commonly referred to as their Substantial Gainful Activity and seeks to find out how each applicant can contribute to the work force, what types of supports are needed, and what types of work the applicant would do. Due to the scope of the question, it may be helpful to write out a list. The list should include supports needed throughout the day. This would include support needed to wake up on time, to complete all steps of toileting, bathing and dressing, to plan and cook meals, to manage finances and to make decisions. Also include information about the type employment the applicant would like to do, and the type of support that would be needed to maintain employment. Discuss the support that would be needed to fill out an application, to fill out a time card, to talk with customers, to talk with supervisors, and to receive job related training. Consider health or medical conditions and how that might affect type of job that is sought. For example, a person with a compromised immune system may require a job in a very clean environment, or a person who struggles with loud noises would prefer a quiet environment.

Step 10: The applicant should bring copies of all the aforementioned documents to the appointment. At that time, the applicant should ask for date-stamped copies of all paperwork that



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was provided to the Social Security Administration. Typically, it will take 3 to 6 months to determine eligibility for one or multiple benefits. It is important to have proof of the application date and interview date so that the applicant can check on the status of the application, and to assure that if benefits are awarded, they are back-dated to date of application.

Social Security Administration Contact Information:

National Social Security phone line: 1-800-772-1213 TTY : 1-800-325-0778

Social Security Lakewood Office Location
13151 W Alameda Pkwy Lakewood, Colorado 80228

Social Security Lakewood Office Phone Number Direct Line: 1-866-563-9469
Fax: 720-559-4540

Social Security Lakewood Office Hours

Monday 9:00am - 4:00pm

Tuesday 9:00am - 4:00pm

Wednesday 9:00am - 12:00pm

Thursday 9:00am - 4:00pm

Friday 9:00am - 4:00pm

Saturday & Sunday Closed

Also closed on [Federal Holidays](#)

Louisville Social Security Office Location: (use to be boulder office)
480 W. Dahlia St. Louisville, CO 80027

Phone number listed is the national line 1-800-772-1213

Louisville Social Security Office Hours

Monday 9:00am - 4:00pm

Tuesday 9:00am - 4:00pm

Wednesday 9:00am - 12:00pm

Thursday 9:00am - 4:00pm

Friday 9:00am - 4:00pm

Saturday & Sunday Closed

Also closed on [Federal Holidays](#)

Littleton Office Location: 8000 Southpark Ln, Littleton Co 80120

Littleton Social Security Office Location: 8000 Southpark Ln Littleton, CO 80120

Phone number listed is the national line 1-800-772-1213

Littleton Social Security Office Hours

Monday 9:00am - 4:00pm



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Tuesday 9:00am - 4:00pm
Wednesday 9:00am - 12:00pm
Thursday 9:00am - 4:00pm
Friday 9:00am - 4:00pm
Saturday & Sunday Closed
Also closed on [Federal Holidays](#)

Denver Social Security Office Location: 1500 Champ St. Denver, CO 80202

Phone number listed is the national line 1-800-772-1213

Littleton Social Security Office Hours

Monday 9:00am - 4:00pm
Tuesday 9:00am - 4:00pm
Wednesday 9:00am - 12:00pm
Thursday 9:00am - 4:00pm
Friday 9:00am - 4:00pm
Saturday & Sunday Closed
Also closed on [Federal Holidays](#)

Aurora Social Security Office Location: 14280 E. Jewell Ave Ste 250 Aurora, CO 80012

Phone number listed is the national line 1-800-772-1213

Littleton Social Security Office Hours

Monday 9:00am - 4:00pm
Tuesday 9:00am - 4:00pm
Wednesday 9:00am - 12:00pm
Thursday 9:00am - 4:00pm
Friday 9:00am - 4:00pm
Saturday & Sunday Closed
Also closed on [Federal Holidays](#)